

Kaleidoscope and Preschool Adventures Summer 2015

Parent Handbook

Harvey Wheeler Building
1276 Main Street
Concord, MA 01742
978-318-3045

History

Camp Kaleidoscope began 38 summers ago as a program for children entering kindergarten and first grade. Preschool Adventures was added two years later to serve the needs of younger siblings wishing for a camp experience. With the addition of the pool to the Emerson facility, swim lessons were added to enhance our program. Tennis lessons were later added.

The purpose of these programs is to provide a fun and exciting half day camp program for children ages 3-7 years. For families who do not wish to send their children to full day camp programs, we provide a high quality experience for a half day. Our head counselors are adults with extensive experience with children (all are teachers) and are assisted by high school and college students with talent and experience working with this age group.

Daily Schedule

Camp is in session from 9:00 AM-12:30 Noon on Monday, Tuesday, Wednesday, Thursday and Friday. Our daily schedule includes indoor and outdoor games, group time, planned activities around our theme, swim lessons, tennis lessons, snack and stories. Planned activities include cooking activities, arts and crafts, science activities, music and movement.

Holidays and Vacations

Camp is closed on July 3, 2015

Arrival and Departure

Parents must accompany their child to the classroom each morning. Arrival time is at 9:00 a.m. Parents arriving early will be asked to wait with their child outside the classroom to allow the counselors time to prepare for the children. Camp has a sign in, sign out policy. There are sign in/out sheets in each classroom. Please be sure to note the time of sign in/out. These sheets also have space to write messages to the counselors concerning changes in pick-up or other important messages – please note that anything written on the sign in/out sheet should also be given to the head counselor either verbally or in the form of a note. Please be sure that the counselors acknowledge your child's arrival before you leave. Please try to arrive on time. Late arrivals can be disruptive and results in your child missing an important part of his/her day.

Children will be released to parents at 12:30 PM. Parents must enter the classroom for their child and inform the counselors of the child's departure (as well as sign their child out). If someone other than the parent is picking the child up, that person must be listed on the release authorization form, or the parent must provide written permission to release the child. Under no circumstances will a child be released to someone not meeting these requirements. Please be prompt in picking up your child. If you experience an unavoidable delay, please call us as soon as possible. A staff person will remain with your child until you arrive. Any overt abuse of this policy may result in an additional charge. Due to scheduling, pick-up at the pool is not an option except for special circumstances. Please see Anita if you must pick your child up early on a given day.

Behavior Management

Camp staff guides behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating negative behaviors and creating an environment that helps avoid them. Expectations are realistic and limits clearly explained and supported by the environment. Materials and activities are stimulating and encourage appropriate opportunities for testing and experimenting. Materials and activities are designed to allow children to feel successful and challenged, without being frustrated. Positive reinforcement is used to maintain appropriate behavior.

When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. Time is allowed for children to learn alternative behaviors and guidance is given in expressing emotions such as anger. "Time out" is not used for behavior guidance. However, in extreme cases, a child may need to be

separated from the group. This is viewed as an opportunity to regain control and should not be viewed as punitive. When the child is composed, he/she will be encouraged to rejoin the group. The child will be supervised at all times. No child is ever subject to physical punishment, psychological abuse, humiliation, or coercion for any reason (including toileting accidents). Staff does not use derogatory remarks or threats. We do not withhold or threaten to withhold food as a punishment, nor do we force a child to eat. No child will be deprived of outdoor time as a method of guiding behavior. Children will never be confined to a piece of equipment (chair, bench, etc.) in lieu of supervision or as a method of guiding behavior. All behavior guidance is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment.

The Camp Director is notified whenever a behavior becomes hard to manage and/or when a parent must be notified of the child's behavior in a formal manner. The Camp Director is available for support in dealing with difficult behavior and for coverage if a child's needs demand a great deal of teacher time. For cases where there is a persistent, serious, challenging behavior, every effort will be made to work as a team with parents and professionals to support the child's inclusion and success.

Termination and Suspension

Termination or suspension from the program may occur for non-payment of fees or if a determination is made that Camp is not an appropriate setting for a child. No termination or suspension would occur without written documentation as well as meetings with the parents, counselors and Camp director. If a child must be terminated or suspended, the reasons for suspension or termination will be given in writing to the parents. If the parent has chosen to terminate their child from the program for any reason, such as a move, the program must be informed, in writing, with the child's last day noted. If a child is terminated from the program, the staff will make every effort to prepare the child in a manner consistent with his/her development.

Toileting Procedures

All children attending Camp must be toilet trained to participate in the swim portion of the program. Children who are not fully toilet trained will visit the spray pool as an alternative to swim lessons. A Camp staff person will monitor all children in the bathroom. Children will be supervised in toileting and hand washing. Hands will be washed under running water, with liquid soap and dried with paper towels. If a child has a toileting accident, they will not be punished or made to feel embarrassed. Each child is treated with kindness and respect and is given assistance in changing his/her soiled clothing. Soiled clothing is doubled bagged in plastic bags and sent home to be washed. Those who are not trained should provide pull-ups, swim diapers and wipes.

Health and Illness

The Camp Kaleidoscope and Preschool Adventures make a strong effort to prevent the spread of illness by implementing the following procedures:

- 1) a strict hand washing policy for children and adults
- 2) keeping the center clean and disinfected

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting for the first time. When necessary, we may need to exclude a child from the program due to illness, when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided in the office and a staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interests into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it.

The following are some common illness encountered in preschool and our policies concerning attendance with them:

Coughs/Colds: Children with colds and coughs may attend camp as long as they feel well enough to follow daily routines (including outdoor play). If a fever accompanies cold symptoms, the child must stay at home.

Fever: A child with a fever over 100 should remain at home until the fever has been absent for 24 hours

Strep: A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.

Ear Infections: A child may attend camp as long as he/she is not experiencing great discomfort or fever.

Rash: Please notify the teacher if your child has an existing rash when he/she comes to camp. We will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

Vomiting: A vomiting child must remain at home until he/she can tolerate a normal diet.

Diarrhea: A child with diarrhea must remain at home until free of diarrhea for 24 hours.

Impetigo: A child must stay at home until he/she has been on medication 24 hours.

Conjunctivitis: A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others.

Head Lice: A child may return to the program after treatment and removal of nits.

If your child contracts any of the listed illness or any other contagious illness, please contact the camp as soon as possible.

Absence

If your child is going to be absent due to illness or other reasons, please let us know by calling the camp at (978) 318-3045. If it is before camp hours, please leave a message on the answering machine.

Medication

If necessary to maintain the health of a child, we will administer medication if the following requirements are met:

- 1) No medication (prescription or non-prescription) will be administered without written authorization from the parents indicating that the medication is for the specified child.
- 2) Prescription and non-prescription medication must have a written order from the physician (which may be the label on the prescription) stating
 - a) the name of the child
 - b) dosage
 - c) number of times per day
 - d) number of days medication is to be administered
- 3) Medication cannot be given contrary to the directions on the container without a written order from the child's physician.
- 4) Medication must be in the original container with the child's name, name of drug, and directions for administration and storage.
- 5) Head counselors and directors may administer medication meeting requirements 1-4 following this procedure:
 - a) read instructions and dosage carefully
 - b) check medication log (in child's file) prior to giving medication
 - c) double check dosage and administer medication
 - d) document medication, dosage, name of child and name of staff person administering medication in the log and place log in child's

- 6) Leftover medication will be stored properly, out of the reach of children, and returned to the parent at the end of the day.

Food

Children should bring a healthy snack and drink from home. Since we do not have a refrigerator available, foods that will not spoil in the heat should be provided. **Due to allergies, we do not allow snacks containing peanuts and tree nuts.**

Clothing

Children should wear their bathing suits to camp and bring a towel. Clothing may be worn over the suits. Two piece suits for girls make toileting time easier. Please be sure to have your child wear their suit every day, even if the weather is questionable for swimming. New England weather changes quickly and it impacts our schedule if we must help children get into their suits. Footwear should be easily managed by your child. Velcro sneakers are the best choice. Note that sneakers are required for children for Tennis on Tuesdays and Thursdays (sandals are not allowed). **Please label all belonging with your child's name.**

Transportation

Parents are responsible for providing transportation to and from Camp. A school bus will transport us from the Harvey Wheeler Building to the Emerson facility for swim and tennis lessons.

Swim and Tennis Lessons

We will travel to the Emerson facility for swim and tennis lessons. Our swim lessons are given by the Concord Recreation swim staff and the tennis lessons (Kaleidoscope only) by the Day Camp tennis staff. Your child should wear his/her bathing suit to camp each day and bring a towel. All children will be encouraged to participate in our lessons but no child will be forced to participate. Children who choose not to participate will be required to stay within the activity area. Alternative programming will not be provided as all staff is needed to supervise the group. **Children must wear sneakers to tennis on Tuesdays and Thursdays.**